



Conservation Project Manager

Hours: 30-39 hours/week (Non-Exempt) or 40 hours/week (Exempt)

Salary/Hourly Rate if less than 40 hours/week: \$33.65/hour or \$70,000/salary

Location: Homer, Alaska with partial remote work possible

Benefits: Paid holidays and leave time prorated for less than 40 hours/week work, retirement match once qualified, and a taxable health insurance stipend.

About the Organization: Kachemak Heritage Land Trust (KHLT) is a 501(c)(3) nonprofit established in Homer, Alaska in 1989. Our mission is to conserve the natural heritage of the Kenai Peninsula for future generations. KHLT works with willing landowners to protect key pieces of property in perpetuity. As of 2026, we are a staff of six with over 4,000 acres directly under our care.

Position Description:

The Conservation Project Manager is responsible for the development and completion of KHLT's fee acquisitions, conservation easements, tradeland acquisitions and sales, and partner acquisitions or projects in which KHLT is involved. This position requires working closely with other staff to ensure project and organizational success and smooth project execution.

This position reports to the Executive Director and works in close collaboration with the Stewardship Team and Finance Director to ensure that all land transactions meet Land Trust Alliance Standards and Practices, KHLT and Procedures, annual/strategic plans, funding requirements, and IRS requirements.

Key Responsibilities:

1. Transactions

a. Project Cultivation and Relationship Development

- i. Manage inquiries regarding land donations, conservation easements, conservation land purchases, and partner acquisitions
- ii. Develop and maintain strong working relationships with public and private partners to complete individual conservation projects and further KHLT's strategic conservation goals
- iii. Work closely and regularly with the Stewardship Team to assess potential project risks and opportunities
- iv. Track real estate market listings for priority areas for KHLT's land protection program
- v. Create project prioritization through GIS analysis and other methods

b. Project Selection and Implementation



- i. Work closely and regularly with KHLT Stewardship Team with an agreed upon timeline and task list to address potential project risks and opportunities
- ii. Work with appraisers, attorneys, environmental surveyors, land surveyors and other contractors
- iii. Complete due diligence on conservation projects (analyze title and mineral reports, mineral remoteness tests, existing encumbrances, environmental hazard assessments, plat and/or survey boundary analysis, public benefit and private inurement analyses, and other project-related due diligence issues)
- iv. Facilitate timely conservation project recommendations through the KHLT Land and Easement Committee, and approvals from the Board of Directors
- v. Draft technical grant applications to fund conservation easement and fee-title acquisitions

c. Project Management

- i. Coordinate with landowners, funders, and contractors to ensure conservation projects are completed in a timely manner, including KHLT-required recordkeeping
- ii. Negotiate and draft land transaction documents (deeds, form conservation easements, purchase and sales agreements, option agreements, etc.)
- iii. Provide regular updates to the Land and Easement Committee and Board of Directors on the status of ongoing projects and with the Communications and Development Manager to share with KHLT supporters and community members
- iv. Create maps for effective presentations
- v. Create and maintain organized project files

2. Land Trust Accreditation

- a. Ensure KHLT land transactions and related policies and procedures remain consistent and compliant with Land Trust Accreditation Commission standards

3. Stewardship

- a. Assist with preparation of Baseline Documentation Reports and Stewardship Plans
- b. In the first year, attend multiple monitoring site visits with Stewardship Team as requested, and after the first year, attend strategic monitoring visits in consultation with Stewardship Team and as requested by Executive Director
- c. Assist Stewardship Team with land management activities in consultation with Stewardship Team and as requested by Executive Director

4. Other Duties



- a. All KHLT employees are expected to: assist in office maintenance duties; work events; write grants and fundraise; manage applicable expenditures and budgets; attend regular staff, committee, and Board meetings; participate in annual and strategic planning
- b. Annual review of policies and procedures relevant to Transactions
- c. Public presentations about KHLT

Required Qualifications, Skills & Attributes:

- Understanding of and commitment to the mission of KHLT, passion for land conservation and the outdoors
- Bachelor's degree (or similar cumulative academic and professional experience) in relevant fields such as geography, environmental studies or sciences, ecology, agriculture, natural resources, land use planning, or public policy
- Excellent written, verbal, and graphical communication skills
- Prior experience in project and contract management
- Understanding of conservation real estate transactions including conservation easements and fee owned lands
- Ability to plan and implement projects including coordination of materials and people
- Experience with Geographic Information Systems (GIS) software sufficient to create maps and conduct spatial analyses
- Proficiency using GPS devices, ArcGIS, and Microsoft Office
- Ability to be tactful, diplomatic, trustworthy, team-oriented, and capable of maintaining confidentiality
- Ability to work independently and collaboratively with a high level of accountability and attention to detail
- Ability to lift and carry 30-40 pounds of basic field equipment and travel on foot over varied terrains for up to 5 miles in adverse weather conditions
- Grant writing experience
- Ability and willingness to travel via plane, boat, and car
- Availability to work occasional evenings and weekends

Desired Experience and Qualifications

- Experience using drones
- Master's degree in relevant field

Applications will be accepted and reviewed on a rolling basis until the position is filled. Please email a cover letter, resume, and three references to Operations Manager, Hayley Patton, at Hayley@kachemaklandtrust.org. KHLT is committed to equal employment opportunity.